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Report of the Executive Director of the United Nations Institute for Training and Research

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Introduction

1. The present report on the United Nations Institute for Training and Research (UNITAR) covers the 18-month period from 1 July 2002 to 31 December 2003. The time-frame of reporting has been reduced in order to fit with the regular biennium.

2. The report is organized into three main chapters:

I. Training programmes in international affairs management

II. Activities of outposted offices:

- the New York Office
- the Hiroshima Office for Asia and the Pacific

III. Training and capacity-building in the field of sustainable development.

3. The period under review has shown stabilization and consolidation of UNITAR activities. The activities have continued to increase: some 150 different programme workshops or seminars organized annually, benefiting over 7,600 participants every year. The network of collaborators and resource persons has largely increased to reach some 750 persons who have brought, in one way or another, their contribution to UNITAR's activities during the last biennium.

4. The main feature of UNITAR's actions during the period under review has been a direct and active participation in two world summits, in Johannesburg on sustainable development and in Geneva on the information society. The outcome of these summits has been for UNITAR the launching of new programmes, in partnership with Governments, local authorities, academia, NGOs and the private sector.

5. An important step has been taken to increase UNITAR's presence and activities in Asia and the Pacific, with the opening of a regional office in Hiroshima, Japan, after a successful pilot phase which lasted two years.

6. Research continued to identify and implement new training methodologies, in particular with the introduction of distance instruction and e-learning, with self-need assessment and proposals for establishing "national profiles" for capacity-strengthening.

7. Parallel to the traditional and well appreciated programmes in multilateral diplomacy and international affairs management, the launching of projects of capacity-building for sustainable development has been well received and quite successful.

8. Over the recent years, UNITAR has identified and is now occupying a certain number of "niches". The ongoing activities are really answering precise needs, as confirmed by both the donors and the recipients of the programmes. UNITAR will strive to strengthen these specific programmes, rather than to expand in too many other directions.

9. The financial situation of the Institute is somewhat contradictory. The budget for the next biennium should reach US$24 million, of which 22 million are earmarked for projects. In this sense, UNITAR is flourishing. However, the General Fund remains very weak and vulnerable. The level of non-earmarked voluntary contributions is expected to be only US$ 300,000. The programmes offered free of charge to delegates and diplomats accredited to the United Nations in New York, Geneva, Vienna and Nairobi are financed by the General Fund. Their future could well be jeopardized should Member States not increase or resume their voluntary contribution or should the issue of rental and maintenance costs charged to UNITAR for the premises it occupies not find a positive solution.

10. Further detailed information is available online at www.unitar.org. The web site is regularly updated.

I. TRAINING IN INTERNATIONAL AFFAIRS MANAGEMENT

A. Training programme in multilateral diplomacy and international affairs management

Introduction

11. The multilateral diplomacy and international affairs management programme strives to provide the beneficiaries with an extensive menu of training opportunities to enhance professional performance and more efficient and effective decision-making.

Main Activities

12. The programme offers three categories of training activities:

a. Short, intensive training sessions for members of the diplomatic missions accredited to the United Nations in Geneva, Vienna and Nairobi;
b. Tailor-made events designed at the request of and in collaboration with individual Member States;
c. Fellowship programmes.

Training for diplomats accredited to the United Nations Offices at Geneva, Nairobi and Vienna

13. These training activities are, as a rule, offered free of charge to United Nations Member States. They focus on general, specific and practical aspects which are instrumental for diplomats in accomplishing their professional tasks in a multilateral work environment. Topics include: United Nations system overviews (Geneva, Vienna, Nairobi); functioning of principal United Nations organs; resolution drafting; basic and advanced negotiations skills, including environmental negotiation (Nairobi); conference diplomacy; international financial institutions, development economics, structure and retrieval of United Nations documentation; diplomatic privileges; public speaking; chairing meetings, effective presentations, media relations, diplomatic report writing and others.

14. The training courses conducted in New York are reported on separately, under chapter II below.

Tailor-made training

15. UNITAR's tailor-made programmes target government officials, diplomats, diplomatic trainees, civil servants dealing with various aspects of international affairs, academics, and staff members of intergovernmental organizations or NGOs.

16. Participants in tailor-made training activities learn how to act more efficiently on the multilateral scene, for the benefit of their countries or organizations. Thus, UNITAR enhances

domestic capacities for development in United Nations Member States. Countries define their own training needs and priorities and UNITAR designs a training programme which responds to their training priorities. UNITAR then works out a budget estimate for the respective training activity which can be used as a basis by the requesting agency, department or institution to secure funding. UNITAR's tailor-made training programmes are financed from extrabudgetary sources, i.e. separate funding has to be secured for each tailor-made activity.

17. Once the funding for a particular activity has been secured, UNITAR develops a training curriculum on an individual basis, selects trainers and handles all administrative and logistic aspects of the programme. UNITAR carries out the training, provides all trainees with background material, evaluates the success of the training project and submits a respective report to the requesting agency/donor.

18. The topics offered within UNITAR's tailor-made training programme vary within a wide range of areas. New course modules are being developed and added depending on the evolving needs and on the nature of the requests received. Courses are offered in the areas of multilateral diplomacy, international affairs management, public international law, communication skills and new information technologies.

19. The request for tailor-made activities steadily increased over the recent years. In the period under review, tailor-made activities included the following:

- "International financial and economic institutions: advancing the agenda of the Union of Serbia and Montenegro", Ministry of International Economic Relations of Serbia and Montenegro and UNDP Capacity-Building Fund, Belgrade, 3-6 November 2003;

- "Multilateral conference diplomacy and negotiation", National Centre for Diplomatic Studies, Ministry of Foreign Affairs of the Democratic Republic of Sudan and UNDP Sudan, Khartoum, 19-21 October 2003;

- "Multilateral negotiation and diplomatic report writing", Diplomatic Academy, Ministry of Foreign Affairs of Serbia and Montenegro and UNDP Capacity-Building Fund, Serbia and Montenegro, Belgrade, 6-10 October 2003;

- "International courts and tribunals", training series for staff of the United Nations Compensation Commission (UNCC), Geneva, Switzerland, 12- 17 June 2003;

- "International negotiation and mediation", UNDP Sierra Leone and Ministry of Foreign Affairs, Freetown, Sierra Leone, 26-30 May 2003;

- "Principles of international environmental law", training series for staff of the UNCC, Geneva, Switzerland, 5 - 7 May 2003;

- "International trade law, trade dispute settlement and commercial arbitration", training series for staff of the UNCC, Geneva, Switzerland, 3-5 March 2003;

- "Conference diplomacy and multilateral negotiation", training series for staff of the UNCC, Geneva, 25-27 November 2002;

- "Negotiation skills", Zimbabwe Foreign Service Institute and UNDP, Harare, Zimbabwe, 28 September to 6 October 2002;

- "Training on diplomatic practice for government officials from the Republic of The Gambia – Module II: International Law", 23 September to 11 October 2002.

Fellowship programmes

20. UNITAR's training programme in multilateral diplomacy and international affairs management conducts fellowship programmes in the following areas:

- United Nations Office of Legal Affairs / UNITAR Fellowship Programme in International Law, The Hague, Netherlands, in collaboration with the United Nations Office of Legal Affairs (UN/OLA), New York (duration: 6 weeks; course languages: English and French);

- Fellowship Programme in International Affairs Management: Capacity-building for Human Security, Geneva, Switzerland, in collaboration with the Government of Japan, (duration: three weeks, course language: English);

- AIF/ENA/IRIC/UNITAR Fellowship programme on the international civil service, Yaoundé, Paris, Geneva, in collaboration with the Agence intergouvernementale de la francophonie (AIF), the Institut des relations internationales du Cameroun (IRIC) and the Ecole nationale d'Administration (ENA), France (duration: 7 months, course language: French);

21. As a rule, these training courses last much longer than the aforementioned training programmes; they are recurrent, annual programmes and participation is based on a competitive selection process.

Advisory services

22. UNITAR's training programme in multilateral diplomacy and international affairs management is also offering assistance in the elaboration or improvement of training curricula for diplomatic institutes in Member States. These advisory services can include the development of fully-fledged training curricula, the elaboration of specialized training modules, the organization and evaluation of training activities, the implementation of study visits to United Nations Headquarters sites as well as the assistance in the setting up of diplomatic libraries or new information technology units.

23. In the period under review, assessment and advisory missions have been carried out in Serbia and Montenegro as well as in Vietnam (ongoing). Several new requests are under consideration.

B. Peacekeeping and preventive diplomacy

UNITAR programme for briefing and debriefing Special Representatives and Envoys of the Secretary-General

24. This project was established to preserve and pass on the valuable lessons and experience of Special and Personal Representatives and Envoys of the Secretary-General (SRSGs) and to ensure that they are used to refine and enhance United Nations peace operations of all types. Following in-depth interviews with SRSGs and senior Headquarters staff, a book entitled, *On Being a Special Representative of the Secretary-General,* was produced for in-house use by new Special Representatives during their briefings. It was distributed to all current SRSGs and to senior Headquarters staff. SRSGs were also interviewed in the United Nations Studios in Geneva and New York and a set of DVDs of these interviews were edited and distributed to all current SRSGs and to senior Headquarters staff.

25. The project also involves a regular seminar which brings together SRSGs with senior United Nations staff to discuss the many issues related to the work of SRSGs. The third seminar will be held in October 2004 in Mont Pelerin, Switzerland.

26. The programme is funded by the Department of Foreign Affairs and International Trade of Canada, the Ministry for Foreign Affairs of Sweden, the Federal Department of Foreign Affairs of Switzerland and the Department for International Development of the United Kingdom of Great Britain and Northern Ireland.

UNITAR / International Peace Academy fellowship programme in peacemaking and preventive diplomacy

27. This annual training programme, now entering its eleventh year, provides advanced training in conflict analysis, negotiation and mediation to middle and senior-level United Nations staff, diplomats and representatives of regional organizations to strengthen institutional capacities in these areas. The primary focus of the programme is on preventing and resolving disputes through the United Nations.

28. The two-week training offers a comprehensive framework for analysing how disputes begin, escalate and are resolved. Case studies of past and current conflict situations are presented by senior officials from the United Nations, including Special Representatives of the Secretary-General who have been involved in attempts to resolve them. Renowned academics and practitioners also serve as resource persons to discuss the latest knowledge and practice in the field. The programme offers advanced hands-on practice in the skills needed to carry out effective preventive diplomacy and peacemaking. The fellowship programme is organized in cooperation with the International Peace Academy, (IPA) in New York. The annual training is held during the last week of June and the first week of July in Holmenkollen, Norway.

29. The programme is currently supported by the Ministry of Foreign Affairs of Cyprus, the Federal Foreign Office of Germany, the Royal Ministry of Foreign Affairs of Norway, the Ministry for Foreign Affairs of Sweden and the Department for International Development of the United Kingdom of Great Britain and Northern Ireland.

UNITAR regional training programmes to enhance conflict prevention and peace-building in Africa

30. Africa continues to be affected by conflicts. This programme seeks to increase the number of governmental and non-governmental officials in Africa who are trained in conflict analysis, negotiation and mediation skills. It was developed as an extension of the Fellowship Programme but with a specific focus on Africa. The programme provides training for officials from Foreign and Defense Ministries, as well as from Offices of the President and Prime Minister of African States. Participants are also selected from intergovernmental and non-governmental organizations working in the field of peace-building in Africa. The programme, which is currently in its fifth year, provides the latest knowledge and skills to assist African policy-makers and practitioners in assessing and responding to conflicts. It is also designed to strengthen the coordination and collaboration among actors and institutions. The next programme is planned for November 2004.

31. These programmes have received funding from the International Development Agency of Canada, the Federal Foreign Office of Germany, the Department for International Development of Luxembourg, the New Zealand Agency for International Development, the Royal Ministry of Foreign Affairs of Norway, the Ministry for Foreign Affairs of Sweden and the Department for International Development of the United Kingdom.

UNITAR sub-regional training programme to enhance conflict prevention and peace-building in southern Africa

32. This programme was established in Southern Africa to provide advanced training in conflict analysis, prevention and resolution to middle and senior-level professional staff from the ministries of foreign affairs and defense of Member States in the Southern African Development Community (SADC). In addition, it also invites the participation of relevant members of staff from the SADC secretariat, as well as representatives of key non-governmental organizations working on peacemaking in Southern Africa.

33. The programme focuses on the pressing need to address issues of peacemaking in the Southern Africa region and the challenges faced by practitioners and decision-makers in their efforts to assess and respond to the current and potential conflict situations in the sub-region. The fourth programme of this type was held in March 2004 in Capetown, South Africa.

34. The programme is funded by the Royal Ministry of Foreign Affairs of Denmark.

Training programme to enhance the conflict prevention and peace-building capacities of indigenous peoples' representatives

35. This annual training programme, now in its fifth year, provides training in conflict analysis and negotiation to key representatives of indigenous peoples. The focus of the training is on a problem-solving approach to strengthen participants' capacities to more effectively negotiate to have their needs met while building constructive relationships with other stakeholders and negotiation partners in the process. Indigenous experts, including Members of the Permanent Forum on Indigenous Issues, as well as the Commission on Human Rights Special Rapporteur on the situation of human rights and fundamental freedoms of indigenous peoples, and representatives of regional organizations are invited to serve as resource persons for the training programme. The international programme is conducted annually in Geneva at the end of July during the meetings of the Working Group on Indigenous Populations of the Sub-Commission of the Promotion and Protection of Human Rights. A second training programme is organized at the regional level each year.

36. In May 2002, UNITAR organized the seminar for members of the Permanent Forum on Indigenous Issues. This seminar was requested by indigenous members of the Permanent Forum who had participated in previous UNITAR training programmes as participants, resource persons or funders. The seminar helped prepare the members for their important mandate and for the implementation of the first historic session of the Permanent Forum on Indigenous Issues held at United Nations Headquarters in New York in May 2002.

37. The 2004 regional training programme on conflict prevention and peacebuilding is being planned for indigenous people's' representatives of Africa in November. The annual international training programme is planned for the end of July 2004 in Geneva.

38. The programme is funded by the Royal Ministry of Foreign Affairs of Denmark, the Federal Foreign Office of Germany, the Royal Ministry of Foreign Affairs of Norway, the Ministry for Foreign Affairs of Sweden, and the Swiss Agency for Development and Cooperation.

C. Environmental law programme

39. UNITAR's environmental law programme (ELP) was established in 1997 with a view to strengthening the capacities of the Member States of the United Nations in the field of international environmental law. The overall goal of the programme is to raise awareness and to improve general knowledge in international environmental law, strengthening human capacities for a more effective participation in the efforts to implement multilateral environmental agreements (MEAs) and to pursue sustainable development.

40. The environmental law programme promotes several training activities aimed at developing national legal and institutional capacities to improve environmental management for sustainable development. The core activities of the programme are: a distance-learning training course on international environmental law, the development of capacity-building programmes (national, regional

and subregional workshops) for the implementation of MEAs and the organization of tailor-made training programmes for specific stakeholders directly or indirectly involved in the implementation of multilateral environmental agreements (judiciary, environmental inspectors and parliamentarians).

Distance-learning training course on international environmental law

41. The distance-learning training course on environmental law is a self-tailored programme, designed to assist government officials, NGO representatives, lawyers, judges, prosecutors, academics and students, working in the field of environmental law policy and administration, to participate more effectively in national efforts to pursue the goal of sustainable development. The course is a strong boost to both basic and advanced training on environmental law, improving the qualification of the stakeholders involved in environmental management and creating a firm basis for the application of environmental law at the national level.

42. The environmental law programme has published 10 course-books covering the main topics of international environmental law and specifically designed for distance-learning training. The authors of the books are internationally renowned experts and part of the faculty of the programme. In May 2001 new course regulations were introduced with a view to improving the programme. Since then, a UNITAR diploma is conferred to those participants who successfully complete at least eight examinations out of 10 and who submit a final essay covering one of the topics of international environmental law. The essay must be prepared in the form of a research paper and must present aspects of national legislation in the field of environmental law. Participants opting to complete the programme without the submission of the final essay are entitled to receive a UNITAR certificate of attendance.

43. The distance-learning course is currently available in English, French, Spanish (e-version) and soon in Chinese. It reaches a large group of people working for governmental and non-governmental organizations as well as professionals and students from the academic and research institutions in countries throughout the world.

44. As of March 2004, 560 participants from 112 different countries were registered in the programme. In 2003, 16 participants managed to complete the programme following the new regulations and were entitled to receive either the diploma or the certificate of attendance.

E-learning

45. With the financial support of *Agence internationale de la francophonie* (AIF), the environmental law programme has developed an e-learning platform based on the course materials of the distance-learning training course on environmental law. A pilot version of the platform, developed for French-speaking African countries, is now on-line, running four modules of the distance-learning programme (courses 1, 3, 4 and 9). ELP envisages, whenever funds are available, making the e-training package available in English and Spanish.

Capacity-building programmes (national, regional and subregional workshops)

46. Capacity-building programmes are specialized intensive-training initiatives developed to enhance the implementation of multilateral environmental agreements and to facilitate the management of different natural resources. Seminars and workshops are organized at the national, regional or subregional levels and they either give a general overview of international environmental law or treat specific subjects, following the requests presented by interested States.

47. The Environmental Law Programme has developed capacity-building programmes dealing with various subjects of environmental law. Among others the following topics have been covered: biological diversity management, environment and tourism, integrated coastal zone management, sustainable waste management and water management.

48. Past activities have covered various geographical zones, including the Asia-Pacific zone, the Indian Ocean, West Africa, North Africa and the Mediterranean basin. These training activities have generally produced as outcome declarations, drafted legal documents to be submitted to the relevant authorities (national Governments and ministries or international organizations).

Tailor-made training programmes

49. These activities target the specific training needs of stakeholders involved in the implementation of environmental obligations. The training sessions cover international as well as domestic aspects of environmental law. The participants may include legal professionals such as judges, prosecutors and lawyers, who do not necessarily have a background in environmental law and other professionals who work in the field of environment but do not necessarily have a background in law. These professionals include planners, inspectors, employees of private companies and local authorities.

50. In the near future, the environmental law programme will extend its training activities to parliamentarians who are mandated, among other tasks, to implement the various international environmental obligations at the national level.

Publication of the "*Acquis communautaire*"

51. The environmental law programme has prepared a comprehensive guidebook to European Community law in the field of environment. The handbook (forthcoming) will be jointly published with UNEP. The edition and publication of a CD-ROM is also envisaged to facilitate necessary updates. This publication is intended for countries acceding to the EU as well as to countries in contact with the EU either because of their geographical location or out of economic or political considerations.

Cooperation with other UNITAR programmes

52. The environmental law programme has been working together with other UNITAR programmes to complement their training activities concerning international environmental law. These include training sessions organized in New York and Geneva for diplomats accredited to the United Nations, or joint activities with the Decentralized Cooperation Programme (DCP), in the field of sustainable urban development. Following this cooperation, ELP and DCP have recently organized two specific training activities dealing with biosafety and environmental certification.

D. International migration policy programme

53. Following the establishment of the Global Commission on International Migration on 1 January 2004, the activities of the UNITAR / International Organization for Migration / United Nations Population Fund / International Labour Organization inter-agency International Migration Policy Programme (IMP) will be put on hold during the 18 months' work of the Commission. The director of IMP has been appointed executive director of the secretariat of the Global Commission on International Migration.

54. The suspension of IMP's activities concerns in particular the broad-based migration policy conferences and seminars that IMP has been organizing since 1998 with Governments in developing countries and in countries with economies in transition. Activities planned by the Global Commission will include, inter alia, regional conferences with Governments and other stakeholders. It was thus considered appropriate to suspend the principal activities of IMP until the Global Commission has presented its final report to the Secretary-General by mid-summer 2005.

55. In January 2004, IMP implemented the fourth meeting of the Issyk-Kul Dialogue for Governments in Central Asia, the Caucasus and Neighbouring States in Bishkek, Kyrgyz Republic. Based on recommendations by participating Governments, a fifth meeting of the Issyk-Kul Dialogue is tentatively scheduled to take place in the Caucasus in 2005. IMP is also continuing to pursue its activities supported by UNFPA including a joint UNFPA/IMP publication on international migration and the International Conference on Population and Development (ICPD), entitled "Migration at a glance: ten years since ICPD", which will be presented at ICPD +10.

56. UNITAR is satisfied by these developments. The fact that the Global Commission, established with the encouragement of the Secretary-General, is borrowing from IMP for leadership and support of its secretariat is certainly flattering. During the 18-month mandate of the Global Commission, UNITAR will continue to administer the personnel matters of three members of the Global Commission.

E. Programme of Correspondence Instruction in Peacekeeping Operations

57. During the period 1 July, 2002 to 31 December, 2003, UNITAR POCI processed 2914 enrolments from students representing 104 nations. All of UNITAR POCI's training is provided through self-paced distance courses. Students may request their training material to be provided either in the form of self-paced printed course booklets, by CD, or online download. Each course contains a series of lessons and each lesson contains lesson objectives, training material, and an end-of-lesson quiz with the answers provided so the student may monitor his or her own progress. At the end of each course is a comprehensive end-of-course exam which the student completes and submits for grading. If a student meets the minimum passing score of 75%, he/she receives a certificate-of-completion from UNITAR POCI. Students may obtain information about the programme through UNITAR POCI's web page: (www.unitarpoci.org), they may enrol through the home page, communicate with their instructor, submit their exam through the home page, and participate in UNITAR POCI's online chat room through the home page. For students without web access, all operations may be done through the post, by fax or phone, as appropriate.

58. UNITAR POCI was established to provide standard low-cost training that would be universally available inexpensively to a large population of geographically distributed students. The first student enrolled on 12 February 1995 and on 31 December 2003 enrolment number 10,299 was processed. UNITAR POCI has grown to include 16 courses in English, two in French, one in German, one in Russian, five in Spanish, and three in Swahili. Additional courses are being developed, existing courses are updated as needed, and some existing courses are being translated into additional languages.

59. UNITAR POCI, in cooperation with the Department of Peacekeeping Operations, offers training leading to the Certificate-of-Training in United Nations Peace Support Operations (COTIPSO). Students complete one correspondence course per month for 12 months, attend one of several recognized classroom courses, and write an original thesis under the supervision of an approved thesis adviser. Participating institutions are located on every inhabited continent.

60. UNITAR POCI, in cooperation with the Department of Peacekeeping Operations' Civilian Training Service, offers the Integrated Distance Learning Programme (IDLP). Under the terms of this programme, UNITAR POCI sends complete "kits" of master copies of all 16 UNITAR POCI courses, along with updates, to the missions, where the courses are reproduced and distributed directly to United Nations Volunteers (UNV) and local staff. IDLP is in use at missions including the United Nations Interim Administration Mission in Kosovo (UNMIK), the United Nations Mission in Ethiopia and Eritrea (UNMEE), the United Nations Assistance Mission in Afghanistan (UNAMA), the United Nations Military Observer Group in India and Pakistan (UNMOGIP), United Nations Volunteers, and the United Nations Mission in Sierra Leone (UNAMSIL). Missions pay UNITAR POCI US$ 21.55 per UNV or local staff for permission to reprint the courses and enrol students.

61. UNITAR POCI course authors come from 11 different nations and are all experienced peacekeepers and respected in their field. All course material is reviewed by the United Nations Department of Peacekeeping Operations to ensure the contents are consistent with established United Nations peacekeeping policy and practices. The program is completely financially self-supporting. Student enrolment fees range from US$ 85 to 145 depending on the course and cover all costs: printing, shipping, processing, administration, authors' royalties and overhead.

62. **Existing UNITAR POCI courses include:**

- Principles for the conduct of Peace Support Operations;
- An introduction to the UN System: Orientation for serving on a United Nations Field Mission;
- Commanding UN Peacekeeping Operations: Methods and Techniques for Peacekeeping on the Ground;
- Serving as a UN Military Observer: Methods and Techniques;
- Peacekeeping in the Former Yugoslavia: From the Dayton Accord to Kosovo;
- History of United Nations Peacekeeping Operations during the Cold War: 1945-87;
- History of United Nations Peacekeeping Operations following the Cold War: 1988-97;
- United Nations Civilian Police: Restoring Order Following Hostilities;
- Mine Action: Humanitarian Impact, Technical Aspects and Global Initiative;
- Logistical Support to United Nations Peacekeeping Operations;
- Operational Logistical Support of United Nations Peacekeeping Operations;
- Global Terrorism;
- International Humanitarian Law and the Law of Armed Conflict;
- The Conduct of Humanitarian Relief Operations;
- Security Measures for United Nations Peacekeepers;
- Peacekeeping and International Conflict Resolution.

II. ACTIVITIES IN OUTPOSTED OFFICES

A. Activities of the New York Office

63. The New York Office of the United Nations Institute for Training and Research was opened in October 1996, in accordance with various resolutions of the General Assembly and with a decision of the Institute's Board of Trustees. The Office's key mandate is to organize training for delegates in New York and strengthen the Institute's cooperation with the United Nations Secretariat, programmes and funds, as well as with academia, foundations and the private sector in the Americas. The Office also provides briefings on other UNITAR programmes conducted from its Geneva headquarters. In addition, it serves as the liaison for another North America-based UNITAR programme, the Programme of Correspondence Instruction in Peacekeeping Operations.

Major activities of the New York Office

64. The main operational task of the New York Office is to design and conduct training programmes for permanent missions in New York. From July 2002 to December 2003, the Office conducted 47 training events. Programmes are designed on the basis of the needs and requests formulated by the missions and through regular assessments conducted by UNITAR at the end of each course, with many courses that have enduring benefit to delegates being repeated. Even those courses that are repeated undergo modifications to the themes or speakers for example; such changes being the consequence of critical review and the evolution of world affairs.

65. The Office has trained 2,727 participants in the reporting period. Of that number, 70 per cent of the participants from Member States were from the Group of 77 countries (G77). There were 446 participants from least developed countries. It is interesting to note that there were also 502 participants from Organization for Economic Cooperation and Development (OECD) countries; 217 from the G8 countries. It should be noted for context that G77 nations average nine delegates per mission while OECD delegations average 27.

66. The New York Office programmes can be broken down into three broad categories. First are those courses and briefings that are specifically oriented to the United Nations system. These include, for example: the orientation course for new members of permanent missions, the briefings on the Security Council and the Economic and Social Council and the general briefing for new delegates on the work of the General Assembly. The second category includes those programmes that focus on substantive issues of particular relevance to delegates, for example: the seminar on the deposit of treaty actions with the Secretary-General and registration of treaties, the workshop on intellectual property and intellectual property rights for development, and the briefing on developments in ocean affairs and the law of the sea. The third broad category of courses consists of those that build skills among participants. Included in this category are the workshop on building effective speaking skills, the workshop on the structure, drafting and adoption of United Nations resolutions, and the series on policy awareness and training in information technology.

67. The above are just examples from an exhaustive list of popular programmes that are always given high marks from those who attend. In addition to the ones mentioned, there are some intensive courses, such as the annual "campus" on international trade and the campus on new communication technologies. These courses are longer in duration than average and often involve speakers and participants who come from outside the immediate New York area.

68. There are also a number of specialized programmes that must be highlighted. The fellowship programme with Columbia Law School allows a number of delegates from the missions of developing countries to attend courses. In addition to this, the New York Office has, for the last two years, organized a custom training programme for the United Arab Emirates prior to the beginning of the General Assembly. This has proven to be a very successful programme that is expected to grow further in 2004 and is an important source of income for the New York Office. The Office often receives direct requests from permanent missions for additional programmes, but an effective balance must be maintained between the limited resources of the Office and the demand. Many of those with the greatest need are precisely those that are not able to afford customized courses.

69. Partnerships of all kinds are critical to the success of the programmes. In 2002-2003 the New York Office called upon more than 250 different resource persons from a variety of agencies and departments within the United Nations system. Institutions such as the University of Texas at Austin, the German Management Academy of Lower Saxony as well as Seton Hall, New York, Fairleigh Dickenson, DePaul and Columbia universities all contributed expertise and interns to the Office. Resource persons also came from the private sector such as Intel Corporation and others.

70. Efforts to offer wider access and a strengthened follow-up to each event are ongoing, notably through handbooks and other training material offered on CD-ROMs and web sites.

Special activities

71. The series on policy awareness and training in information technology (PATIT), organized by the New York Office, was launched under the auspices of the Information and Communication Technologies Task Force and the Ad Hoc Open-ended Working Group on Informatics, with the support of Intel Corporation. There were 222 diplomats accredited to the United Nations in New York who acquired computer and Internet skills during the reporting period. Of this number, 46 per cent were from Africa and 27 per cent from Asia.

72. A pilot project was begun at the end of 2003 that will lead to an Internet-based model of delivering the PATIT curriculum to government officials based in their home countries. In 2004 up to 150 persons will be served by the Global E-Learning programme, with even further expansion expected in the future.

73. In another project that was initiated at the end of 2003, the Assistance for Permanent Missions Websites (APMW), an arrangement has been negotiated with DePaul University to voluntarily provide direct support to New York missions in order to establish and improve their web sites. The

project, which is helping 26 missions initially, also has created a "content manager" that will allow the missions to update their own web sites in the future.

74. The Ambassadors' Club at the United Nations, which organizes interactive video conferences for university students on the most salient issues affecting the world, conducted 87 such conferences during the reporting period. The club also organizes numerous lectures by senior United Nations diplomats and staff members for educational programmes in regional academic institutions.

75. The New York Office also hosted two energy-related events in 2003. The first of these was a small seminar for delegates on the use of resource-based trust funds for Governments, based on the experience of Alberta, Canada. The second event was an international roundtable on the use of local energy resources for local purposes: natural gas and rural poverty. The event included representatives from several United Nations agencies, North American academic and research institutions as well as ambassadors from permanent missions and sector experts from Bolivia and Ecuador. These activities represent tangible progress towards a long-term involvement for UNITAR in this sector, but within its mandate.

B. Activities of the Hiroshima Office for Asia and the Pacific

Introduction

76. After a two-year pilot phase, the UNITAR Hiroshima Office for Asia and the Pacific (HOAP) was officially established in July 2003. UNITAR thus becomes the first United Nations entity to establish a presence in symbolic Hiroshima, in response to the desire of its people and authorities to contribute more actively to peace and development around the world.

77. UNITAR HOAP's priority mandate is to provide training to government officials, scholars and members of civil society in the region. In the first cycle (2003-2006) of operations, HOAP will organize seven major projects annually. The themes selected, identified jointly by UNITAR and its Hiroshima and other Asian partners are (a) post-conflict reconstruction (b) Fellowship Programme for Afghanistan (three consecutive events in Hiroshima and in Afghanistan, supported by distance learning and mentoring); (c) management of natural and cultural world heritage sites; (d) International economics and finance; (e) sea and human security; (f) international peacekeeping (distance learning project); and (g) Kushiro training series on biodiversity. A cross-cutting theme, the design and development of training methodologies, will be a key component in all the activities above.

Summary of the projects conducted by March 2004 and upcoming projects

1. Inaugural conference, "Human capacity-building in post-conflict countries", Hiroshima, Japan, 17-19 November, 2003

78. A three-day conference was organized at the Hiroshima Memorial Museum, gathering some 80 people from more than 20 countries. The conference focused on the human aspects of reconstruction and attempted to review different approaches to capacity-building in post-conflict situations. Subjects discussed included, inter alia, reflections on past and current examples of reconstruction and capacity-building in Asia, immediate versus long-term requirements for capacity-building and some of the more creative and effective methodologies and approaches used in different countries. The proceedings of the conference will be published by summer of 2004.

2. UNITAR fellowship programme for Afghanistan (year-long, 2003/2004): 1st workshop 20-23 November 2003, 2nd workshop May 2004, 3rd workshop, autumn 2004, Distance learning and mentoring programme (ongoing)

79. This long-term project, initiated in July 2003 in cooperation with UNAMA (United Nations Administrative Mission for Afghanistan), was based on UNITAR's research conducted since 2002. Specifically designed to adapt to the needs and requirements of a post-conflict situation in general and of Afghanistan in particular, the project aims at building training and leadership skills and providing technical and institutional support to a core group of Afghan government officials, educators, practitioners and professional trainers. It employs an innovative approach by combining international and in-situ training workshops, distance learning using new technologies (video conference and online forum), as well as personalized mentoring. UNITAR HOAP is responsible for providing ongoing support to the network of mentors and fellows. Thus far, two of the seven planned video conferences, linking Hiroshima, Kabul, Geneva, Washington, D.C., New York and Austin, Texas, have been conducted and a special web site for the fellows has been created (www.unitar.org/hiroshima/afghancorner).

3. Training workshop on the management and conservation of World Heritage Sites, Hiroshima, Japan, 8-12 March 2004

80. The workshop, part of a three-year series, focused on the social impact of World Heritage. Thirty-seven (37) participants, resource persons and observers, gathered in Hiroshima to address many practical and fundamental issues, from the legal and institutional steps in the World Heritage nomination process to the meaning of heritage and changing/conflicting values of resources. A training module was made available on the HOAP web site (http://unitar.org/hiroshima) after the workshop.

4. Training workshop on international economics and finance, Hiroshima, Japan, 17-19 May 2004

81. A three-day workshop will be organized in Hiroshima, Japan, jointly with the Stillman School of Business at Seton Hall University (SHU). The workshop will address the global trends in economics and finance with special focus on attracting foreign direct investment (FDI) to developing countries of the Asia-Pacific region. Resource persons will include representatives from academia, private corporations and public and private banks.

5. Training workshop on the sea and human security, Hiroshima, Japan, 5-9 July 2004

82. Human security as it pertains to the seas has multiple dimensions. The 2004 workshop will focus on the trade-off between development (industrial development, utilization and exploitation) and conservation (status quo, preservation). It aims at providing guidance for decision-makers to maintain the maximum and most sustainable benefits against minimum losses in national sea and ocean policies.

6. International peacekeeping (July 2004 onward)

83. In cooperation with UNITAR POCI (Programme of Correspondence Instruction in Peacekeeping Operations), a year-long initiative aiming at translating and distributing selected POCI modules will be launched. At the same time, HOAP will pursue research with regard to a new self-paced module combined with a two- week core training for peace-builders in Asia and the Pacific.

7. Kushiro training series on biodiversity

84. The UNITAR Kushiro training series on biodiversity started in 1998 and has been conducted for four sessions, benefiting some 130 officials, scientists and scholars from the region. The people of Kushiro (Hokkaido, Japan) live in harmony with nature, and are proud to share their expertise and know-how regarding biodiversity management with the Asia-Pacific region. In return they learn about others' approaches. HOAP will maintain the spirit and existing thrust of the past sessions, even as it restructures the series to provide more focus on biodiversity management and on training methodologies, thus ensuring synergy with its other environment related activities in the region.

III. TRAINING AND CAPACITY-BUILDING FOR SUSTAINABLE DEVELOPMENT

A. Training and capacity-building programmes in chemicals and waste management

Introduction

85. Chemicals and waste management (CWM) programmes support developing countries and countries in economic transition in their efforts to ensure that dangerous chemicals and waste are handled safely without causing harm to human health and the environment. The programmes are closely linked to the implementation of Agenda 21 and related policy instruments, which set out the responsibilities of countries have towards the goal of sustainable development. As a participating organization in the Inter-Organization Programme for the Sound Management of Chemicals (IOMC), a cooperative agreement among United Nations Environment Programme (UNEP), Food and Agriculture Organization of the United Nations (FAO), World Health Organization (WHO), International Labour Organization (ILO), United Nations Industrial Development Organization (UNIDO), UNITAR and Organization for Economic Co-operation and Development (OECD), UNITAR contributes its experience in training and capacity building methodologies, while UNITAR's IOMC partners contribute their substantive expertise in specific areas of chemicals and waste management.

Programmes to facilitate integrated chemicals management

86. The cross-sectoral nature of chemical management, and the interests of various government ministries and other stakeholders in this area, require an integrated and coordinated approach at the country level and the development of an organizational framework through which sustained national action in the area of sound management of chemicals can be ensured. The following interrelated UNITAR programmes, guidance materials and support services are designed to assist countries in systematically addressing this challenge and are closely linked to the various recommendations issued by the Intergovernmental Forum on Chemical Safety (IFCS). Underlying principles that guide all activities include that they be country-driven (*by* countries *for* countries) and involve all interested and affected parties.

National chemicals management profiles

87. Assessing and diagnosing the existing legal, institutional, administrative and technical infrastructure for the sound management of chemicals through the preparation of a national profile is considered an important prerequisite for building national capacity in a systematic way. National profiles have also been recognized as an important tool for implementation of international chemicals-related agreements, in particular for preparing Implementation Plans for the Stockholm Convention on Persistent Organic Pollutants. Through its national profile programme, UNITAR provides IFCS-endorsed guidance, training and technical support to assist countries. By December 2003 some 80 countries have prepared a national profile, and another 25 are in preparation. In 2004, 18 more

countries will be supported with resources from the European Commission and the Government of Switzerland.

Information exchange among institutions and stakeholders

88. Chemicals management at the country level often involves a wide range of activities conducted by ministries, stakeholders, and other institutions. Often, national chemicals management experts and civil servants lack knowledge of activities that are conducted by different national institutions due to inadequate information exchange. In support of country-based efforts UNITAR, in cooperation with UNEP and other partners, has developed guidance for strengthening information exchange at the national level. UNITAR's Environmental Information System on the Internet (SISEI) programme is also a key contributor to this work. To date, a series of pilot workshops has taken place in developing countries to support this work. In 2004, 18 more countries will be supported with resources from the European Commission and the Government of Switzerland.

Coordinated priority-setting

89. Setting priorities in a coordinated way allows countries to focus their limited resources on effectively addressing critical chemicals-related issues. UNITAR has prepared a guidance document on organizing a national priority-setting workshop, and provides support to interested countries to organize such an event, resources permitting. By 2003, 16 countries had organized a National Priority Setting Workshop with the support of UNITAR. In 2004, 18 more countries will be supported with resources from the European Commission and the Government of Switzerland.

Country projects to support integrated chemicals management

90. With the support of the Swiss Agency for Development and Cooperation, three countries – Ecuador, Senegal and Sri Lanka – completed a two-year project entitled "Developing and sustaining an integrated national programme (INP) for the sound management of chemicals". These projects are implemented in cooperation with all IOMC participating organizations, as well as other international and national partners. A formal advisory body has been established to provide overall guidance and to ensure systematic utilization of expertise available through UNITAR's IOMC partner organizations. Countries address integrated chemicals management issues and action plan development on topics identified through a national priority-setting process. Expected results include an updated national profile, completed action plans on two priority topics, a financial resource mobilization strategy and strengthened national inter-ministerial and multi-stakeholder mechanisms. The programme is designed in a flexible manner to allow countries to consider areas of particular importance to their national situation.

Specialized training and capacity building programmes

91. On a select number of topics, UNITAR offers specialized guidance to assist countries in their strategy development processes. In each programme, UNITAR works jointly with at least one other IOMC participating organization to develop guidance, provide technical support and build advisory

networks. A systematic planning framework is provided, while all substantive decisions are made by partner countries. Following are brief descriptions of the activities conducted.

(a) Chemical hazard communication and implementation of the Globally Harmonized System for the Classification and Labeling of Chemicals (GHS)

92. The goal of chemical hazard communication is to ensure that employers, employees and the public know about chemical hazards and how to protect themselves. The subject of chemical hazard communication is also an integral element within the areas being addressed under the Globally Harmonized System for the Classification and Labeling of Chemicals (GHS), which is currently being finalized through a key United Nations subcommittee. A joint UNITAR/ ILO programme assists countries to develop and implement chemical hazard communication action plans through participation of affected and interested parties. Pilot project have been completed in South Africa, Zambia, Sri Lanka and Senegal.

93. A programme advisory group with participants from international organizations, countries, industry, labour groups, universities and other interested parties has been established. It reviews programme documents, ensures complementarity with other hazard communication initiatives, and provides guidance regarding programme implementation. With the support of the Netherlands Minister for Development Cooperation, a pilot project to develop a national chemical hazard communication strategy is being implemented in 2002-2003. A World Summit on Sustainable Development partnership was initiated at the WSSD in 2002.

(b) Pollutant Release and Transfer Registers

94. Pollutant Release and Transfer Registers (PRTRs) have proven to be an effective tool for environmental management by providing government and the public with information on releases and transfers of toxic chemicals to air, water, and land. The UNITAR PRTR training and capacity-building programme, which is implemented in cooperation with OECD and UNEP Chemicals, assists countries in the design and implementation of national PRTRs. With resources from EPA and Environment Canada, PRTR projects have been supported in Ecuador and Chile and two regional workshops on PRTRs were organized in Latin America, jointly with UNEP.

95. A series of UNITAR guidance and resource documents is available to assist countries in developing a PRTR. At the international level, UNITAR has initiated a network of PRTR resource persons through which interested countries learn about and have enhanced access to PRTR-related expertise in countries and organizations.

(c) Skills-building programmes

96. In many instances, civil servants and experts from non-governmental organizations charged with chemical safety responsibilities lack skills to develop effective strategies to address specific chemical management topics. To address these challenges, UNITAR has developed a range of skills-building services and training activities.

(d) Action plan development

97. Whether nationally-identified priorities address an individual chemical or group of chemicals, an infrastructure issue, a specific chemicals management instrument or a relevant international agreement, sound and well coordinated action plans need to be developed which outline precise goals, objectives, planned activities, suggested implementation mechanisms, as well as financial and human resource needs. UNITAR provides guidance and training to partner countries in the area of action plan development and project planning and management with an emphasis on chemicals management subject areas. Cooperation with the Global Environment Facility (GEF) and UNDP to undertake Action Plan development skills-building in the context of the Stockholm Convention on Persistent Organic Pollutants has been initiated.

(e) Risk management decision-making for priority chemicals

98. A growing number of international agreements dealing with chemicals of international concern, such as the Stockholm Convention or chemicals included in the Rotterdam Convention on Prior Informed Consent (PIC), oblige countries to make national risk management decisions. This programme, conducted in cooperation with the International Programme on Chemical Safety (IPCS), aims to strengthen skills and capabilities of those responsible for chemicals management at the national level to undertake sound risk management planning. Training activities conducted under the programme promote a general understanding of risk assessment methodologies and risk management approaches in order to assist countries to make well-informed risk management decisions. The programme is implemented through country-based projects during which partner countries choose a priority chemical(s), undertake a situation analysis and develop options for action as part of the development of a risk management plan. A country-based project in Ghana is under way, with the support of the Netherlands Minister for Development Cooperation. A detailed guidance document is being developed in cooperation with International Programme on Chemical Safety and United Nations Environment Programme.

(f) Development of a public involvement plan

99. Development of sound public involvement plans is an area of growing interest in developing countries and countries with economies in transition. As a first step towards developing targeted guidance and training material in this area, UNITAR has initiated a collaborative research project with the University of Cape Town. Results of the project will inform the development of a training packages and curriculum on public participation in 2004.

B. Climate Change Programme

Overview and background

100. The UNITAR Climate Change Programme (CCP) is designed with a view to solidify its country-driven approach and incorporate into the focus of the programme key recommendations formulated in the "CC:Train final evaluation report". It seeks, in particular, "to serve as a quick and

efficient implementation tool to respond to the new scientific results produced by the Intergovernmental Panel on Climate Change, the recent guidance given by the Conference of the Parties decisions and the needs of the GEF Implementing Agencies". Recognizing "the importance of mobilizing existing institutions in developing countries and building on existing processes and endogenous capacities at the regional, national or local levels, in order to ensure the sustainability of such programmes" (decision 2/CP.7), the Climate Change Programme has placed a particular emphasis in its activities upon the strengthening of existing capacities among least developed countries (LDCs). LDCs are both most vulnerable to, and least capable of coping with, the impacts of climate change. For this reason, the majority of CCP's resources for the period 2004/2005 are to be invested into continued strengthening of local capacities in developing countries, with a particular focus upon LDCs.

Developing climate change training capacities for Asian and African partner institutions

101. This project, aiming to strengthen the human resource and institutional capacity of developing countries (non-Annex I Parties to the United Nations Framework Convention on Climate Change (UNFCCC) for effective negotiation, policy analysis and coordination on climate change, was initially developed almost two years ago. It seeks to promote an institutionalized and sustainable approach to capacity-building by strengthening endogenous centres in non-Annex I countries. The immediate target groups include the three regional centres in Africa and Asia: Environment et development du tiers-monde, (ENDA), Senegal: Electronic Resource Centre (ERC), South Africa and, the Munasinghe Institute for Development (MIND), Sri Lanka), who are project partners. Project activities began formally as of September 1, 2003 and the first tranche of funding the European Commission and Irish Aid was disbursed in December 2003.

102. These three partners will reach out and target the UNFCCC national focal points, senior level climate negotiators, focal points for bilateral and multilateral development assistance, and other concerned government actors and stakeholder groups in non-Annex I parties from Africa and Asia. The main project activities, to be conducted between 2004 and 2005, include the development of the training programme; the training of regional trainers and a first regional implementation; and a feasibility study of developing a distance learning programme to support this capacity-building initiative.

Technical assistance to least developed countries' UNFCCC focal points to produce their national adaptation programmes of action

103. As agreed upon at the eight Conference of the Parties (COP8) to the UNFCCC, two projects were developed to enhance national institutions' capacity and community involvement in managing national adaptation programmes of action (NAPAs). By building the scientific and technical expertise of the 46 LDC delegations, these projects sought to reduce the existing knowledge gap about NAPA tools and decision-making processes; to increase participatory discussion among the various players involved; and to facilitate the production of high-quality national adaptation projects.

104. The first Global Environment Facility (GEF) project, Building Human and Institutional Capacities to Address Climate Change Issues in Least-developed Countries, was approved early 2003, and will be completed in early 2004 with the disbursement of the remainder of the grant funding to the newly appointed UNFCCC Focal Point in Afghanistan. The second project, Technical Assistance to Least Developed Countries to implement the UNFCCC Decision 8/CP.8, was approved in July 2003. Project workshops were held in Samoa, Ethiopia, Bhutan and Burkina Faso. The four workshops hosted a total of 223 participants from 48 countries, and complete satisfaction was expressed by both co-organizers and trainees.

105. There are a number of specific concerns held by a high percentage of participants to the workshops, which should be highlighted and given continued attention through the next two years. All of the remaining funds of these two Global Environment Facility projects will be dedicated to providing some of the requested support. In particular, Climate Change Programme (CCP) seeks to go beyond the level of regional training workshops to provide practical operational support to national teams in the production and implementation of their NAPAs. This will be addressed through the production of resource material for national teams, prepared by local experts and drawing upon the materials and feedback from the workshops; as well as the possible creation of an online interactive platform to facilitate communication and cooperation between key players in the NAPA process at national, regional and international levels. These activities will be implemented in 2004.

The Global Environment Facility guide for "national capacity needs self-assessments" of capacity development needs

106. The GEF-funded exercise on "national capacity needs self-assessments" (NCSA) is intended to be an entirely country-driven process, undertaken in accordance with country priorities and situations. Following the Facility's Council meeting in May 2001, its secretariat prepared a guide to assist countries in thinking through various aspects of NCSA design and implementation. The first draft guide was prepared with the assistance of UNITAR-CCP. Further review through 2002/2003 helped CCP in drafting a revised version of the guide by the end of 2003 in cooperation with the GEF implementing agencies. This revised version was produced with the financial support of a direct GEF contract managed by CCP. It will be submitted for review and advice to the joint UNFCCC/ Convention on Biological Diversity (CDB) / Commission on Sustainable Development (CDD) Group in early 2004. CCP will also explore the possibility of a technical review/training meeting with the view to disseminate the methods proposed in the guide with the remaining amount funds from this contract in 2004-2005.

Climate change outreach activities

107. Climate change outreach matters remain high on the agenda of CCP. The programme is actively involved in a number of interagency activities and was present at all UNFCCC meetings, which allowed the CCP team to participate in GEF side events, alongside GEF implementing agencies, test ideas and assess needs for the near future with developed and developing-countries delegations. CCP

fully intends to continue with its level of participation in interagency activities throughout 2004 and 2005.

108. CCP supported the formulation and production of the national strategy to implement the United Nations Framework Convention on Climate Change of the Government of Benin. In cooperation with UNOSAT, satellite imagery was provided to illustrate the country's vulnerability to climatic conditions. An official launching of the print and CD-ROM publications of the Benin strategy is scheduled for June 2004 during the meeting of the UNFCCC subsidiary bodies in Bonn.

1. Developing climate change training capacities for Asian and African partner institutions

(a) Creation and maintenance of an electronic network between the three centres (Senegal, Cape Town and Sri Lanka):

109. An online network will be established to provide the regional partners with a means of direct communication and information sharing between themselves and with UNITAR. This network will allow the three centres and UNITAR to work on the development of common training tools, and will eventually serve as a vehicle for the centres to disseminate information on training workshops, lessons learned and good practices with respect to negotiation, climate policy analysis and coordination, at both national and regional levels.

(b) Study on information and communication technologies to promote interactive distance learning:

110. In cooperation with the Open University (UK), the regional partners and UNITAR will undertake a study to: (i) identify methods and technologies that match the specific training needs of the potential user groups in the African and Asian regions to increase their negotiating effectiveness in the field of climate change through information and communication technologies ICTs; (ii) improve climate negotiators' capacity to leverage participation and collaboration among relevant stakeholders at national and regional levels through information and communication technologies (ICTs); (iii) identify opportunities, for barriers and constraints to use of various methods and technologies; (iv) test a pilot video-networking capability for the regional centres.

2. Technical assistance to least developed countries' UNFCCC focal points to produce their national programmes of action

(c) NAPA workshop follow-up:

111. After the four national programmes of action (NAPA) workshops, the need for United Nations Framework Convention on Climate Change national focal points to be able to communicate via a "discussion forum on lessons learned" (on workshop content and ongoing work as part of an interactive Internet platform, for example) was highlighted. CCP will investigate ways to ensure that

the exchanges and synergies developed during the workshops are maintained, and the production of NAPAs is based on the recommended approaches.

C. The decentralized cooperation programme

112. Recognizing the role of local authorities in implementing international development goals at the local level and responding to their expectations of larger collaboration with the United Nations, the decentralized cooperation programme of UNITAR - in collaboration with several agencies and programmes of the United Nations on the one hand, and several world and regional associations of local authorities, on the other hand - developed a training network specifically intended for local authorities and other local actors.

113. The training programme aims to reinforce the capacities of local authorities in the field of sustainable urban development and administrative and technical mechanisms allowing a guaranteed access to basic services, such as: water; sanitation; waste management; transportation; energy; public health; and information and communication technologies. This programme, which intends to promote the experience – notably that of France - of public-private partnership matters and the delegation of power, is implemented through a network of regional CIFAL (Centre international de formation des acteurs locaux, or international training centre for local actors), through the decentralised cooperation programme.

114. The programme launched - in the framework of the World Summit on Sustainable Development (WSSD), held in Johannesburg, 26 August to 4 September 2002 - a Type II Partnership initiative titled "Reinforcement of Local Capacities and Training for Sustainable Urbanisation: a Public-Private Partnership". This Type II Partnership was jointly developed and presented by UNITAR, the United Nations Human Settlements Programme (UN-Habitat), the World Federation of United Cities, under the name of WACLAC (World Association of Cities and Local Authorities Coordination), GEN (Global Ecovillage Network) and Veolia Environnement, in collaboration with United Nations Development Programme (UNDP), United Nations Office for Project Services (UNOPS), UNAIDS, World Health Organization (WHO), CITYNET (Asia-Pacific regional network of local authorities for the management of human settlements), Municipal Development Programme (PDM), the European Commission, the Agence française de développement, the Caisse des Dépôts et Consignations, the Institut de la Gestion Déléguée, and the World Family Organization (WFO).

115. In collaboration with and supported by Veolia Environnement, and following the model of CIFAL Divonne-les-Bains, France, three regional training centres for local actors were established, namely:

- Kuala Lumpur, Malaysia, for the Asia-Pacific region - in cooperation with the city of Kuala Lumpur and CITYNET - "the Kuala Lumpur Regional Training Centre", called CIFAL Kuala Lumpur;
- Ouagadougou, Burkina Faso, for French-speaking Africa - in cooperation with the city of Ouagadougou, the Municipal Development Programme (PDM), the International Association of French-speaking Mayors (AIMF), the International Solidarity Fund for Cities against Poverty

(FISVP) and the Greater Lyon - "le Centre de formation et de compétences aux métiers urbains de Ouagadougou" called CIFAL Ouagadougou;

- Curitiba, Brazil, for Latin America and the Caribbean - in cooperation with the city of Curitiba, FLACMA (Latin American Federation of Cities, Municipalities and Associations) and other local and international partners - CIFAL Curitiba.

116. As a general rule, the modules are provided by experts from municipalities of the South, thereby facilitating a practical learning process and the exchange of good urban practices. This network of regional CIFAL centres thus allows the development of South-South city-to-city cooperation actions that are focused on access to basic services. Other trainers and professionals coming from the United Nations, non-governmental organizations and private enterprises, provide the necessary tools - notably for the setup of public-private partnerships. Through the learning process and the case studies from the field, the training sessions help local authorities with the development of a practical and applicable framework necessary for decision-making and the development of local services.

117. In particular, given the financial support of Veolia Environnement and other partners, three pilot training sessions took place during the third quarter of the year 2003, namely:

- Integrated urban planning for sustainable urban management, CIFAL Kuala Lumpur, 14-28 September 2003;
- Management of urban cleanliness in African cities, CIFAL Ouagadougou, 3-8 November 2003;
- Integrated urban planning: sustainable cities in practice: CIFAL Curitiba, 26 November - 5 December 2003.

118. Every session brought together between 25 and 35 participants, among which mayors, municipal councillors or directors of municipal technical services. Based on the exchange of experiences, the modules included: (a) presentations made by local professionals, engineers from private enterprises, experts from the United Nations, and from NGOs; (b) technical visits in the field; (c) exercises based on real case studies; and (d) exchanges and debates. The actual pedagogical structure is based on a standardized format adaptable on a case-by-case basis. The emphasis on good local practices initiated fruitful contacts between local authorities of the south, thereby generating city-to-city cooperation.

119. The CIFAL Web site (www.unitar.org/cifalweb) - an online tool for the management of knowledge - aims to share the existing technical solutions, the principal methods of institutional management (notably in the framework of a partnership with the private sector), as well as practical case studies on access to basic services. CIFAL Web was conceived to complement the training sessions organized by the CIFAL centres and as an electronic platform to assist local authorities with decision-making and exchange of good practices. It was developed thanks to the input of the Swiss Federal Institute of Technology in Lausanne (EPFL) and to the financial support of Veolia Environnement. CIFAL Web is accessible to the participants of training sessions, but equally so to other elected officials and local professionals who face a specific problem regarding access to basic

services. Local authorities will thus be in a better position to anticipate responses and to negotiate the necessary support with their cooperation partners. In its initial phase, CIFAL Web was developed for issues concerning drinking water, sanitation and waste management.

120. During the year 2003, the role of the Decentralized cooperation programme was to promote the French charter of guaranteed access to basic services on the international scene. Three international events took place that allowed an official international debate on the issue:

- The European council meeting, preparatory to the European Conference of Ministers Responsible for Regional Planning (CEMAT), held in Budapest on 26 to 28 March 2003;
- The fourth UNDP Conference of the World Alliance of Cities Against Poverty, held in Monaco on 31 March and 1 April 2003; and
- The first high-level meeting between United Nations agencies and programmes, and the World Associations of Cities and Local Authorities, held in Geneva on 23 and 24 October 2003.

121. In addition to the above, UNITAR has been working on the issue of basic services. Consultations were conducted with a number of United Nations agencies and programmes in order to identify and make an inventory of what the United Nations in general could bring to this issue. A work calendar was defined for 2004, together with the interested parties, including:

- A report submitted to the 12th session of the commission of Sustainable Development, which will take place in New York on April 2004; and
- A workshop at the World Urban Forum, taking place in Barcelona, Spain, in September 2004.

122. AIDS is a global threat for local authorities, as it negatively affects urban sustainable development and challenges the function of the city. Today, many decision makers agree that there is no sustainable development without addressing HIV/AIDS. Several initiatives were launched to put the fight against HIV/AIDS at the centre of cities' agenda (Megacities, United Nations Alliance of Mayors and Municipal Leaders on HIV/AIDS in Africa (AMICAALL). In an effort to support the existing networks and to reinforce the capacities of locally elected officials and municipal professionals, a specific project on AIDS competence – the CITY-AIDS Project - was developed by the decentralised cooperation programme, in partnership with the UNAIDS-UNITAR programme.

123. By learning from several cities' successful experiences, local authorities represent the potential to ensure an enabling environment to reduce risks related to AIDS, as an effective interface between local communities and service providers. This is why CITY-AIDS has been developed as a unique approach to help municipal decision makers, together with other local actors, to become AIDS competent, by sharing knowledge on city responses to AIDS between cities and within city networks.

124. During the first phase of CITY-AIDS, the methodology was tested at district and city levels at the workshops held in Uganda (May 2003) and in Brazil (August 2003). Due to the strongly growing interest in this approach, UNITAR organized, in partnership with UNAIDS, the city of Lyon, World Health Organization-Lyon, the French Ministry of Foreign Affairs and the World Bank, the first

knowledge sharing workshop on city responses to HIV/AIDS, with the intention to reinforce the role of local authorities in the support of local responses to AIDS, and to identify capacity building priorities in areas such as access to the care and others. The workshop in Lyon (27 - 30 October 2003) gave the opportunity for 12 cities of the world including Bangkok, Bombay, Durban, Ouagadougou, Simferopol and Lyon to exchange their best practices and their opportunities to assist each other.

125. The cities unanimously endorsed the self-assessment tools for AIDS competence and permanent exchange. Cities committed themselves to organize workshops at the national and regional levels and for their networks (Bombay for Indian cities and the Megacities Network; Curitiba for Brazilian, Latin American and Caribbean cities in May 2004). Thanks to these success stories, all the partners (the city of Lyon, Greater Lyon, UNAIDS, WHO and the World Bank) expressed the wish that the CITY-AIDS secretariat be established within CIFAL-Lyon, in order to multiply the number of cities and networks implicated in the response to HIV/AIDS.

126. In the light of the results achieved in the framework of the World Summit on Sustainable Development and during the Worldwide Network of Regions for the Information Society (IT4ALL) conference in Bilbao, Spain, the decentralized cooperation programme, together with the civil society secretariat of the World Summit on the Information Society (WSIS) and the World Association of Cities and Local Authorities, organized four preparatory regional workshops to the World Summit on the Information Society in Nouakchott, Mauritania, for Africa (July 2003); Curitiba, Brazil, for the Latin America and the Caribbean (October 2003), Shanghai, China, for Asia and Pacific (November 2003), and Lyon, France, (December 2003).

127. WSIS pre-summit conferences for local authorities resulted in a considerable advancement of local authorities on the international scene relating to the information society. Outcomes of these regional workshops take the form of declarations and regional action plans, and concrete immediate actions such as the creation of CIFAL Bilbao, Spain, to elaborate international training programmes in the field of the information society. Bilbao is hosting the newly created World Association of Regions on the Information Society, under the presidency of the Basque government. In each region, a CIFAL will develop training sessions for local authorities on the information society (CIFAL Curitiba for Latin America, CIFAL Nouakchott for Africa, CIFAL Shanghai for Asia-Pacific). A World Action Plan for Cities prepared during the Lyon Summit, was presented at a WSIS special side event, and officially transmitted to the Secretary-General by a delegation of mayors and president of regions. Last but not least, one of the key outcomes was the participation of the cities of Geneva and Lyon in the creation of the voluntary Digital Solidarity Fund, announced on 13 December 2003, during the WSIS.

128. At the request of several associations of local authorities that wished to develop and reinforce their cooperation with the United Nations agencies, and conversely, to respond to a number of United Nations programmes and agencies that begin to understand the potential of cooperation at the local level, a high-level meeting was organized (with UNOG, UN-Habitat, WACLAC, the Swiss federal authorities, and the canton and city of Geneva) between the associations of cities and the United Nations programmes and agencies, in Geneva on 23 and 24 October 2003 This encounter was a huge

success, given that the majority of city associations and many United Nations programmes and agencies contributed to the works. Results include: (a) suggestion for the creation of a working group – comprised of the United Nations agencies and programmes and the associations of cities and local governments - which would collaborate to guarantee the exchange of experiences and the development of actions in synergy; (b) setting up a consultative group to define the outline of a work plan that would contribute to the recognition of the role of local authorities in the prevention and management of conflicts; and (c) the adoption of a WACLAC-UNOG collaborative final declaration (24 October 2003).

D. Information and communication training activities

129. UNITAR has been conducting capacity-building and training programmes in the field of information and communication technologies (ICT) since 1986. Through these activities, the institute has established networks of training and capacity-building resources with experts and specialized institutions from all over the world.

130. More recently, UNITAR has systematically integrated ICT-related training and capacity building activities within the framework of most of its programmes, strengthening its efficiency through the development of e-training and distance-learning activities, and broadening the range of the services that the institute is offering.

131. UNITAR conducts a wide range of ICT training activities, ranging from basic to advanced professional technical courses, including related policy, socio-economic and legal issues, and e-government, e-diplomacy and information systems for sustainable environment activities. These activities are conducted in collaboration with other United Nations agencies, governmental and private partners.

Awareness-raising on information and communication technology issues and capacity development

132. Basic technical skills-development activities are organized for civil servants from Member States in Geneva, Nairobi and Vienna, and for senior-level diplomats for the Permanent Missions in New York.

133. Advanced technical training sessions are being organized for engineers and technicians, in the fields of information and database management, utilization and development of web-based collaborative tools, geographic information systems, and Earth observation remote-sensing in close collaboration with other United Nations agencies and intergovernmental organizations, and academic institutions.

134. Examples of such activities are the "Policy awareness and training on information technologies" (PATIT) series of workshops organized since 2002 in New York, and the "Intel/ UNITAR campus on new communication technologies and diplomacy" conducted in New York since 2001. Materials from

the campus are compiled on CD-ROMs for further distribution and dissemination and also posted on the UNITAR web site. (www.un.int/unitar).

Networks of training and capacity-building resources

135. Through its different programmes, UNITAR has established networks of capacity- building and training resources, with the aims of facilitating the exchange of and learning complementary training activities, sharing development practices, and training facilitators in the use of electronic platforms for exchange on related issues in other countries. Networks are working on the development of common training tools, and usually serve as a vehicle to disseminate information on training workshops, lessons learned and good practices.

136. The range of UNITAR knowledge management and sharing platforms includes (a) the set-up of E-Workspaces by the Aids Competence Programme (ACP) serving as a platform for HIV/AIDS networks (http://ews.unaids.org), (b) the launch of CIFAL-Web by the Decentralized Cooperation Programme (DCP) (www.unitar.org/cifalweb), (c) the "virtual" videoconferences programme delivered at the Ambassadors' Club in New York; (d) the establishment of an on-line network by the Climate Change Programme (CCP) linking three regional centres (Senegal, Cape Town and Sri Lanka) (www.unitar.org/ccp), (e) the Information Exchange Network on Capacity Building for the Sound Management of Chemicals (INFOCAP) set up by the Chemical Waste Management Programme (CWM) (www.unitar.org/cwm), (f) the comprehensive and regularly updated web site of the Debt and Financial Management Programme (DFM) (www.unitar.org/dfm) devoted to providing legal and financial resources to debt managers and government officials working in public finance and debt management areas, (g) the UNOSAT service - satellite imagery for all - a dedicated web interface (www.unosat.org) that provides accurate and up-to-date geographic information to United Nations organizations, Governments and implementing partners; and (h) a multilingual communication platform (universal networking language) with the purpose of enabling all peoples to share information and knowledge in their native language.

E-governance

137. Within its mandate to enhance the effectiveness of the United Nations and its Member States, and in the context of the evolving information and communication technology era, UNITAR has continued to work these last two years on ways and methodologies to improve governance at different levels through capacity-building and training.

138. UNITAR, through the ICT component of its programmes, provides countries with the most recent knowledge and insights on strategies and issues related to ICT applications for sustainable socio-economic development – i.e. implementation of international environmental conventions, local development, democratization and decentralization. Skills are also developed, ensuring further development, sustainability and ongoing maintenance of proposed information- exchange tools.

139. Specific areas of work include (a) climate change issues as a follow-up of four national adaptation plans of action (NAPA) workshops; (b) the development of national Chemical Safety Internet Homepage and chemical information exchange in developing countries supported by the Chemical Waste Management Programme; (c) the establishment of institutional, legal and technical frameworks among environmental stakeholders in developing countries and regions to ensure full appropriation of up-to-date web-base information management technologies (http://egov.unitar.org/sisei), and (d) the development and appropriation of ICT for facilitating participatory processes in the new framework of decentralization in developing countries.

Building the legal framework of the information society

140. The blooming of the so-called "information society" highlighted the urgent need for embarking on the development of a strong and robust legal framework, which would provide the international community and specific target groups with a comprehensive understanding of the issues at stake, considering at the same time technical aspects (telecommunication and computer science infrastructures), legal questions (intellectual property, e-trade, illegal and harmful content, public information, encryption) and socio-economic issues.

141. The Information Society programme, whose activities are spread between Geneva and New York, has been carrying out strategic thinking and training activities on the legal issues of cyberspace, developing capacities of legal professionals, including the ones of the regulatory bodies.

142. Such a legal framework for cyberspace constitutes a development goal in itself as it would allow developing countries to participating more actively in the drawing up of new international legislations, above all within the framework of the international organizations and to be better represented within specialized organisms working in the field.

143. UNITAR's contribution to building a strong legal framework for the information society is then fully included in its range of related activities, and has led to the publication of several guidebooks and resource materials - the ICT Task Force/UNITAR's "Information Insecurity", UNESCO/ UNITAR's "Building the cyberspace" (in UNESCO's "Publica" collection), and a "Laws and regulation database". Work has been started on a second book, which will offer an actual working draft of a law of cyber-space. In addition, UNITAR is also planning to publish a series of booklets focusing on main cyberlaw-related issues.

E-training and distance learning activities

144. With the aim of improving its efficiency, information technologies have been embraced to leverage training services and products and make them available to a wider audience at all times. UNITAR designs and develops online training courses available through different platforms adapted to the scope and purposes of training proposed. Key objectives are to strengthen existing ties with regional training centres, offer joint courses with partners and develop new frameworks for

partnerships with countries. UNITAR is also aiming at developing e-training capacities in countries where information technology awareness is still poor, so as to ensure access to training resources.

145. Since September 2003, the Debt and Financial Management programme has been offering a suite of e-learning courses titled "Negotiation of Financial Transactions", "Capital Market Development and Regulation" and "Arbitration and Dispute Resolution" in which over 700 participants are participating (http://elearning.unitar.org/). The debt programme, through its e-courses and discussion board facility, has demonstrated the South-South cooperation and networking aspect of e-learning.

146. Additional examples of UNITAR's e-training and distance learning are (a) Global eLearning (GeL) forum associated to the PATIT programme; (b) the Fellowship Programme for Afghanistan, through an innovative approach using a blended training methodology of instructor-led classes and distance learning through monthly video-conferencing and the Internet (http://www.unitar.org/hiroshima/afghancorner/index.htm), (c) the Virtual Classroom on Pollutant Release and Transfer Registers under the Aarhus PRTR Protocol, for which UNITAR has been designated as the central coordinating organization; (d) increasing negotiating effectiveness in the field of climate change through ICT in cooperation with the Open University (United Kingdom); (v) the use of open source systems to provide e-training in Environmental Law (http://unitar.anema.org/).

Contribution to the World Summit on Information Society

147. One of the major aim of the international community is to enhance the ability of LDCs to express their needs as far as the role that information technology can play in alleviating poverty, supporting good governance and protecting human rights as well as promoting innovation and enterprise as part of the process of achieving sustainable social, economic and political development.

148. Most UNITAR programmes have, with the support of the Information Society programme's team, contributed to the preparation of the World Summit on the Information Society (WSIS) 2003 as information technologies constitute a cross-cutting vector supporting training activities: decentralized cooperation, debt and financial management, climate changes, environmental information system and training of diplomats.

149. The Information Society programme developed initiatives to prepare the Geneva phase of WSIS, focusing on two components dealing with political appropriation of the information society by developing countries: ICT strategy and cyberlaw, and Internet governance.

150. WSIS pre-summit conferences for local authorities resulted in a considerable advancement of local authorities on the international scene relating to the information society. Outcomes of these regional workshops take the form of declarations and regional action plans, dealing respectively with "The governance of the information society", "The electronic democracy", and "A World Action Plan for Cities". The later was officially transmitted on 12 December 2003 to the Secretary-General by a delegation of mayors and president of regions.

151. In view of the WSIS, UNITAR organized over the last two years a series of eight regional preparatory workshops and events in collaboration with United Nations agencies, the civil society secretariat, the private sector, and associations of local authorities and local governments.

152. Following the WSIS-2003 recommendations and action plan, initiatives should be developed and implemented with the support of UNITAR, with the aim to enabling key stakeholders in developing countries, Governments, civil society and businesses to fully assess the value-added that their participation in the Summit can provide.

153. UNITAR activities presented above will certainly contribute to enhancing developing countries' capacity to negotiate more adequately their interests during proceedings and put forward relevant proposals, at the occasion of World summit on the Information Society, WSIS-2005, to be held in Tunis.

E. UNOSAT

154. UNOSAT is a UNITAR project that is being executed by the United Nations Office for Project Services (UNOPS). Partners in the project include the European Space Agency (ESA), the French Space Agency (CNES), and the European Centre for Particle Physics (CERN) as well as participation from the Governments of France and Norway.

155. UNOSAT was created in order to provide accurate and up-to-date geographic information to United Nations organizations, Governments, and implementing partners to best respond to humanitarian needs and to fully incorporate geographic mapping for disaster reduction and prevention. UNOSAT offers methodological guidance as well as support in the acquisition and development of satellite imagery and geographic information systems (GIS), and can rapidly deliver cartographic products and maps anywhere in the world by internet. Other services UNOSAT provides include GIS turnkey solutions and services, database hosting and customized web interfaces, e-learning capacity-building, as well as technical assistance on site, or remotely.

156. Recent examples of UNOSAT's capabilities include responding to mapping needs of organizations such as UN-OCHA, UN-ISDR (International Strategy on Disaster Reduction), United Nations High Commissioner for Refugees (UNHCR), United Nations Environment Programme (UNEP), United Nations Development Programme (UNDP), International Fund for Agricultural Development (IFAD) and World Food Programme (WFP) for projects in Nepal, the West Bank, Benin, Afghanistan, Iraq, Namibia, Iran, Morocco, Senegal, Liberia, Somalia and Nicaragua. The future promises a widening of the scope and range of UNOSAT applications, by intensifying the promotion and the use of satellite imagery for humanitarian operations by providing easy and affordable access. This will be facilitated through the activation of the Charter "Space and Natural Disasters" during emergencies, as well as other initiatives such as GMES (Global Monitoring for Environment and Security), and GEO (Group of Earth Observations), as well as through the UNITAR-CIFAL training network.

157. By building on the partnerships strongly consolidated around UNOSAT with the space, IT and energy communities, more can be done in the future. In particular, this means support to existing UNITAR training/capacity building programmes focusing on crisis and least developed countries, in areas such as off-the-grid power, IT infrastructure, wireless communication, web-based collaborative platform, geo-localization with the aim of contributing to bridging the digital divide and easing the access to technological innovation.

F. Training Programme in the legal aspects of debt, financial management and negotiation for sub-Saharan Africa, Central Asia and Azerbaijan

Overview

158. The United Nations Institute for Training and Research training programme in the legal aspects of debt, financial management and negotiation was established following a high-level experts meeting held in April of 1987 in Geneva. Since its inception, short-duration regional seminars and workshops, alongside capacity-building initiatives, have been carried out to develop and enhance the skill-sets of public and private sector professionals in the legal aspects of debt, financial management and negotiation of financial transactions. In autumn of 2003 the programme launched a new initiative, e-learning, which served as a stepping-stone to geographically expand its training initiatives as it enabled participants from around the world to engage themselves in training programmes without any geographical or time constraints. In this period 71 countries participated in the online training programmes. Traditional workshops in this period have also geographically expanded to Central Asia and Azerbaijan and continue to be executed in French-and English-speaking sub-Saharan African countries.

Sub-Saharan Africa

159. In this reporting period the legal aspects of debt, financial management and negotiation programme has conducted 10 regional workshops and has developed four e-learning courses, which have benefited both French-and English-speaking sub-Saharan Africa. Furthermore, training packages and a series of documents have been published and distributed at the workshops. The workshop and e-learning course topics include:

- Financial management, negotiation and the Bretton Woods institutions;
- Legal aspects of debt negotiation and renegotiation;
- Capital market development and regulation;
- Drafting specific clauses of loan agreements;
- Arbitration and dispute resolution.

160. These workshops have been conducted in collaboration with the following regional partners:

- The International Law Institute-African Centre for Legal Excellence (ILI-Uganda, Kampala);
- The Macroeconomic and Financial Management Institute (MEFMI, Harare);
- The West African Institute for Financial and Economic Management (WAIFEM, Lagos);
- Pôle-Dette (BEAC/BCEAO, Yaoundé).

Central Asia and Azerbaijan

161. In December 2003, following a request from the International Monetary Fund (IMF) regional office in Bishkek, Kyrgyzstan, the Institute organized a workshop in collaboration with the IMF in Dushanbe, Tajikistan, on the legal aspects of public debt management with a regional focus on Central Asia and Azerbaijan. Forty-three participants from Central Asia and Azerbaijan successfully completed the workshop and have requested for further training programmes in the upcoming year.

G. Training and capacity-building in foreign economic relations

162. Following the Agreement signed in Doha in 2001, the programme has continued to give support to the Government of Tajikistan in its accession to the World Trade Organization (WTO) by means of training and assistance, mainly in Dushanbe, in the preparation of material needed by the WTO.

163. Training has been given on specific WTO agreements. UNITAR worked very closely with the Inter-Ministerial Committee and the WTO Unit of the Ministry of Economy and Trade of the Government of Tajikistan.

164. The drafting of the "trade policy memorandum" made rapid progress as a member of the WTO Unit came to Geneva for a six-week period to finalize it. He worked closely with WTO and UNITAR. In September 2002 consultations were held with WTO concerning the first draft of the trade policy memorandum.

165. During October 2003 two symposiums, in Dushanbe, were jointly conducted by the State Secretariat for Economic Affairs (SECO) and UNITAR, one for Members of Parliament of Tajikistan, with the participation of their Swiss counterparts, and another for the Tajik ministers. The symposium for the ministers was held with a view to bringing together all concerned Ministers of Tajikistan to inform them of WTO-related issues and the significance of WTO membership.

166. A draft of the trade policy memorandum was circulated to all Ministries in October 2003 inviting their comments and requesting any additional information required. The trade policy

memorandum was duly adopted by the Government and submitted to the WTO officially on 21 February 2003.

167. Several workshops on different topics were held in Dushanbe during the second half of the year 2003.

168. The "questions" from member States of WTO were submitted to the Ministry of Economy and Trade of the Republic of Tajikistan in October/November. UNITAR assisted the Ministry in the preparation of the responses to these questions during the last quarter of the year.

169. The First Working Party, held at WTO in Geneva, took place in March 2004.

170. Phase I of the programme has been successfully completed with the submission of the trade policy memorandum to WTO and the submission of the answers to the questions prepared by the member States of WTO. Phase II is commencing. It will include the continuation of the assistance supplied during the last two years, as well as the preparation and conduct of new training and capacity-building programmes specifically tailored to answer the needs of the various stakeholders involved in international trade. UNITAR will also liaise closely with the various national and foreign institutions active in the field of trade and international affairs training.

H. AIDS competence programme

AIDS competence

171. With the AIDS Competence Programme (ACP), UNITAR has developed jointly with UNAIDS a public private partnership which combines the strengths of UNAIDS, the Salvation Army and British Petroleum (BP). It is aiming at AIDS competence: the capacity to maintain and enhance quality of life in the face of HIV/AIDS. UNAIDS is bringing understanding of principles for action that are common to countries making progress on HIV/AIDS. The Salvation Army is bringing 15 years of experience in facilitation of local ownership of the responses to HIV/AIDS and of organisational transformation to adapt to those responses. BP, whose businesses routinely capture and share lessons learnt from their operations, is contributing its globally recognized experience with knowledge management.

172. After one year of collaboration with countries, cities, NGOs, the United Nations and businesses, the AIDS Competence Programme supports an innovative approach for building the human capacity to effectively responding to HIV/AIDS. Stakeholders from civil society, from corporations and from various sectors of their municipal services join together to respond to the common threat of HIV/AIDS. By building on their strengths, they create a social transformation, where people are seen as the subjects of their own development rather than as the objects of institutional intervention. It is about appreciating and revealing local capacity to tackle a local problem. Public and private organizations adapt their own way of working to the challenge. By confronting AIDS, society builds new

experience in addressing local development challenges. This process is applies equally to rich and poor settings, with low or high HIV-prevalence rates.

173. The AIDS Competence Programme responds to invitations from various stake holders with an offer of building capacity in four specific areas: facilitation, self-assessment of AIDS competence, capturing and sharing knowledge, and the moderation of electronic workspaces.

Facilitation

174. In Africa, the Salvation Army has worked with ACP to stimulate the development of facilitation teams, whose members learn from local responses and translate lessons learned into organizational practice. National facilitation teams are now operational in Zambia, Rwanda, and Guinea. In Thailand, facilitation teams support learning from local responses in four regions.

Self-assessment

175. Groups (communities and organizations, both public and private at various levels) self-assess their level of performance in 10 practices for AIDS Competence, and then set targets for the improvement of specific practices. By comparing their levels of performance with others', they identify those with whom they might exchange insights from experience. A "river of life" diagram provides a quick visual overview for each group to compare its scores and targets with the maximum and minimum scores of other groups. Self-assessments have been completed in Brazil (12 cities), Burkina Faso (24 NGOs, Ouagadougou), the Democratic Republic of Congo (Kinshasa), East Timor, France (Lyon), Guinea (UN Theme Group, NGO's, sub-districts), India (Bombay), Italy (Parma), Rwanda (districts and NGOs), Somalia, South Africa (Durban), Spain (Barcelona), Sweden (Gothenburg), Thailand (17 subdistricts, Bangkok), Trinidad (Port of Spain), Uganda (associations of Persons With Aids, Jinja), Ukraine (Simferopol) and Zambia (nine organizations of the United Nations, NGOs and Government).

176. Self-assessment is a surprisingly powerful tool, because it builds first on the human capacity to respond. Invited to think by themselves about their own situation, people are surprised to realize the different perspectives within the group. Ensuing conversations lead to a common understanding of the situation and to the adoption of actions to improve AIDS competence. Participants tend to set realistic targets based on the facts emerging from the conversation. In contrast with external assessments, there is a high likelihood that the participants to the self-evaluation will execute the planned actions, since they fully own the process, and immediately make the connections for further action.

Knowledge exchange and capture

177. The AIDS Competence Programme supports the exchange and capture of knowledge during face to face meetings and through exchanges over the Internet. For instance, 13 cities from diverse contexts met in Lyon, France, in October 2003 to share good practices and experiences learned from local responses to AIDS. A team of three people represented each city. It comprised a senior municipal official, a representative of a local NGO and a person living with HIV/AIDS.

Representatives of cities who did not attend were able to participate via an electronic workspace to check progress and ask questions.

178. All cities had assessed their AIDS competence before the workshop. Using a self-assessment tool, municipal leaders stimulated a conversation between key actors from civil society, businesses and the public sector to determine strengths and areas for improvement of their capacity to respond. The group sets priorities for improvement. As a result, they knew what experiences they wanted to share, and what they wanted to learn from others. Offers included "decentralizing HIV testing" and requests about how to work with commercial sex workers and "addressing vulnerability".

179. After sharing experiences and extracting generic principles, the knowledge can be captured as "knowledge assets": a set of generic principles, or advice, backed up by experiences and specific references – electronic, paper documents and people, that is continuously added to in order to refine the advice. The advice is validated by people with a sufficient diversity of experiences. Not all knowledge assets were developed in face-to-face meetings. For instance, the electronic network focusing on prevention of mother-to-child transmission of HIV synthesized its discussion on disclosure of HIV status as a knowledge asset.

E-workspace and People Connector

180. The AIDS Competence Programme offers assistance in the moderation of e-workspace (eWs), a collaborative platform for exchange of experiences within and between countries, and of the People Connector (PCO), a "yellow pages" system of all people committed to AIDS competence and willing to share their knowledge. Both platforms enable full access to the resources for members using email only. PCO should be ready for use by the fifteenth International AIDS Conference, to be held in Bangkok in July 2004. The programme supports moderation of 8 eWs with a total membership of 1,600.

Annex

Statistics on country participation by regional grouping

(as at 31 December 2003)

Members of the Economic Commission for Africa, including Egypt

Number of participants during the period under review: 2,318
Number of participants since UNITAR's inception: (19,179)

Algeria: 32 (245); Angola: 25 (183); Benin: 54 (446); Botswana: 33 (389); Burkina Faso: 76 (497); Cameroon: 58 (396); Cape Verde: 23 (210); Central African Republic: 15 (115); Chad: 13 (527); Comoros: 10 (54); Congo: 31 (222); Côte d'Ivoire: 28 (387); Djibouti: 11 (84); Egypt: 44 (688); Eritrea: 65 (232); Ethiopia: 48 (618); Gabon: 21 (531); Gambia: 137 (406); Ghana: 68 (788); Guinea: 10 (198); Guinea-Bissau: 21 (91); Guinea (Equatorial): 9 (42); Kenya: 53 (559); Lesotho: 18 (263); Liberia: 20 (116); Libyan Arab Jamahiriya: 22 (187); Madagascar: 79 (310); Malawi: 40 (357); Mali: 78 (483); Mauritania: 47 (174); Mauritius: 67 (234); Mozambique: 16 (216); Namibia: 30 (253); Niger: 20 (231); Nigeria: 211 (988); Rwanda: 22 (236); Sao Tome and Principe: 0 (23); Senegal: 50 (2,078); Seychelles: 25 (60); Sierra Leone: 49 (181); Somalia: 24 (91); South Africa: 174 (645); Sudan: 63 (516); Swaziland: 14 (184); Togo: 20 (139); Tunisia: 45 (467); Uganda: 51 (557); United Republic of Tanzania: 80 (404); Democratic Republic of the Congo: 38 (219); Zambia: 62 (610); Zimbabwe: 85 (1,049).

Members of the Economic Commission for Europe, including Canada and the United States of America, as well as Armenia, Azerbaijan, Kazakhstan, Kyrgyzstan, Tajikistan, Turkey, Turkmenistan and Uzbekistan

Number of participants during the period under review: 3,869
Number of participants since UNITAR's inception: (19,738)

Albania: 16 (91); Andorra: 14 (21); Armenia: 17 (73); Austria: 42 (281); Azerbaijan: 26 (241); Belarus: 9 (82); Belgium: 44 (205); Bosnia and Herzegovina: 11 (109); Bulgaria: 21 (213); Canada: 229 (842); Croatia: 56 (157); Cyprus: 8 (93); Czech Republic: 20 (231); Denmark: 37 (190); Estonia: 7 (37); Finland: 45 (231); France: 458 (935); Georgia: 14 (91); Germany: 198 (2,270); Greece: 22 (112); Hungary: 9 (185); Iceland: 22 (52); Ireland: 49 (142); Israel: 11 (220); Italy: 122 (568); Kazakhstan: 15 (190); Kyrgyzstan: 7 (199); Latvia: 3 (88); Liechtenstein: 13 (41); Lithuania: 15 (245); Luxembourg: 25 (79); Malta: 10 (156); Monaco: 10 (16); Netherlands: 61 (333); Norway: 44 (203); Poland: 11 (204); Portugal: 49 (194); Republic of Moldova: 7 (28); Romania: 42 (112); Russian Federation: 40 (272); San Marino: 2 (29); Slovakia: 15 (186); Slovenia: 10 (81); Spain: 178 (513); Sweden: 74 (324); Switzerland: 139 (476); Tajikistan: 241 (406); the former Yugoslav Republic of Macedonia: 1 (38); Turkey: 19 (311); Turkmenistan: 3 (145); Ukraine: 52 (145); United Kingdom: 143 (612); United States: 1,066 (5,995); Uzbekistan: 2 (246); Yugoslavia: 65 (199).

Members of the Economic and Social Commission for Western Asia, including Egypt

Number of participants during the period under review: 350
Number of participants since UNITAR's inception: (3,678)

Bahrain: 6 (202); Egypt: 44 (688); Jordan: 36 (318); Kuwait: 41 (379); Lebanon: 24 (132); Oman: 5 (172); Palestine: 11 (715); Qatar: 16 (165); Saudi Arabia: 26 (198); Syrian Arab Republic: 20 (276); United Arab Emirates: 53 (115); Yemen: 68 (318)

Members of the Economic Commission for Latin America and the Caribbean, excluding Canada, France, Italy, Netherlands, Portugal, Spain, United Kingdom and United States

Number of participants during the period under review: 969
Number of participants since UNITAR's inception: (9,653)

Antigua and Barbuda: 4 (40); Argentina: 32 (591); Bahamas: 20 (148); Barbados: 22 (130); Belize: 15 (79); Bolivia: 23 (213); Brazil: 209 (736); Chile: 20 (345); Colombia: 31 (314); Costa Rica: 12 (273); Cuba: 16 (622); Dominica: 8 (38); Dominican Republic: 61 (285); Ecuador: 27 (708); El Salvador: 14 (265); Grenada: 13 (45); Guatemala: 23 (244); Guyana: 32 (144); Haiti: 64 (382); Honduras: 20 (156); Jamaica: 30 (279); Mexico: 97 (650); Nicaragua: 9 (166); Panama: 17 (161); Paraguay: 6 (291); Peru: 32 (1,003); Saint Kitts and Nevis: 1 (29); Saint Lucia: 18 (268); Saint Vincent and the Grenadines: 5 (33); Suriname: 19 (159); Trinidad and Tobago: 19 (196); Uruguay: 22 (205); Venezuela: 28 (455)

Members of the Economic Commission for Asia and the Pacific, including Armenia, Azerbaijan, Kazakhstan, Kyrgyzstan, Tajikistan, Turkey, Turkmenistan and Uzbekistan and excluding France, Netherlands, Russian Federation, United Kingdom and United States

Number of participants during the period under review: 1,565
Number of participants since UNITAR's inception: (12,465)

Afghanistan: 41 (121); Armenia: 17 (73); Australia: 204 (1,210); Azerbaijan: 26 (241); Bangladesh: 31 (384); Bhutan: 7 (151); Brunei Darussalam: 23 (177); Cambodia: 85 (191); China: 61 (853); Democratic People's Republic of Korea: 23 (86); Fiji: 18 (140); India: 54 (658); Indonesia: 65 (808); Iran, Islamic Republic of: 27 (422); Japan: 47 (514); Kazakhstan: 15 (190); Kiribati: 0 (14); Kyrgyzstan: 7 (199); Lao People's Democratic Republic: 6 (132); Malaysia: 76 (340); Maldives: 9 (123); Marshall Islands: 13 (50); Micronesia: 0 (32); Mongolia: 15 (261); Myanmar: 10 (191); Nauru: 7 (24); Nepal: 28 (228); New Zealand: 71 (268); Niue: 0 (2); Pakistan: 34 (554); Palau: 2 (3); Papua New Guinea: 11 (76); Philippines: 98 (521); Republic of Korea: 7 (279); Samoa: 3 (40); Singapore: 31 (244); Solomon Islands: 7 (48); Sri Lanka: 37 (337); Tajikistan: 241 (406); Thailand: 60 (488); Tonga: 7 (27); Turkey: 19 (311); Turkmenistan: 3 (145); Tuvalu: 7 (84); Uzbekistan: 2 (246); Vanuatu: 0 (45); Viet Nam: 10 (528)

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